

TOWN OF NEEDHAM  
DEPARTMENT OF PUBLIC WORKS  
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**STREET/SIDEWALK PERMIT GUIDE**

(Excavate & Occupy)

**\$100 PERMIT FEE**

**\*Must comply with Town of Needham Street Permit Procedures effective 4/1/02.\***

(View on-line @ [www.town.needham.ma.us/DPW/DPWHighwayHomePage.htm](http://www.town.needham.ma.us/DPW/DPWHighwayHomePage.htm))

(This is **NOT** an application/permit)

**DIG SAFE # \_\_\_\_\_**

Typical permit activities include, but are not limited to, the following:

- Building a new home or sizeable addition or demolition of structure that requires the transportation of heavy vehicles and equipment (such as but not limited to, backhoe, front-end loader, dump truck, concrete deliveries, lumber deliveries, sheet rock and/or drywall deliveries) across curbs, grass berms, driveway aprons, sidewalks and/or borders of a public way with or without a sidewalk, in which damage may result that might cause the Town to expend funds to effect the repair.
- Trench excavation for Sewer, Drain and Water connections or disconnect to any structure
- Utility installations & repairs by Electric, Telephone, Gas & Cable Companies
- Driveway installations, reconstruction & repairs
- Placing a dumpster on or over public way or sidewalk
- Installation of an in-ground swimming pool
- Placing a ladder or staging to paint or repair building front or installing a sign
- Install or removal of retaining wall
- Placing fence or barrier on sidewalk to protect construction site
- Placing a hose across roadway and sidewalk from hydrant to fill or drain pool

**Requires: \$5,000 Surety Bond** (original to be filed at DPW – no copy or fax)

**Completed Plot Plan** (form attached)

**Certificate of Insurance**, with "Town of Needham" as certificate holder, amounts below

**Certificate Insurance Amounts:**

Public/General Liability:	Bodily Injury:	\$100,000/person
	Property Damage:	\$300,000/accident

Worker's Compensation if applicable

A precise time limit shall be established for permits, where possible, to control the length of time that damage may exist before permanent repair takes place. If the time limit expires on a permit of this nature, an additional fee for a new permit may be required, or a time extension **AT NO CHARGE** may be approved if conditions warrant.